

The Judiciary, State of Hawai'i

POS RFP

No. J05160

ADDITIONAL PURCHASE OF SERVICES FOR FISCAL BIENNIUM 2005 - 2007

MARCH, 2005

NOTE: If this solicitation document was downloaded through the internet, each interested person must register through email, providing contact information to the listed contact person in the Judiciary Contracts & Purchasing Office. Registration is essential for you to receive any addendums or other information for this solicitation. The Judiciary shall not be responsible for any missing addenda, clarifications, attachments or other information regarding this solicitation if an offer is submitted from an incomplete solicitation document.



Office of the Administrative Director — Fiscal Office, Support Services Division

THE JUDICIARY • STATE OF HAWAII • 1111 ALAKEA STREET, 6TH FLOOR • HONOLULU, HAWAII 96813-2807
TELEPHONE (808) 538-5805 • FAX (808) 538-5802

March 18, 2005

To: All Applicants

From: Janell M. Kim, Assistant Fiscal & Support Services Administrator

Subject: Request for Proposals No. J05160
Additional Purchase of Services for Fiscal Biennium 2005 - 2007

The Judiciary, State of Hawaii, is requesting competitive sealed proposals from qualified applicants to provide additional Purchase of Services for the fiscal biennium 2005 - 2007. The contract term will be for two (2) years from July 1, 2005 through June 30 2007. Proposal application and contract award procedures shall be in accordance with Chapter 103F, Hawaii Revised Statutes, as amended. Multiple contracts may be awarded under this request for proposals.

Attached is a packet of materials which outlines the requirements for proposal applications. It includes the administrative requirements, service specifications, application form, and other information. This RFP is also available on our Judiciary web site at <http://www.courts.state.hi.us> under "General Information; Business with the Judiciary".

Persons or organizations must submit three (3) sets (Orig + 2 copies) of their completed proposals (in hard copy or in PDF format on CD) and they **must be postmarked (by US Postal Service) before midnight on April 27 2005, or hand delivered by 4:00 p.m., Hawaii Standard Time, April 27, 2005**, to the following address:

The Judiciary, State of Hawaii
Financial Services Division
Contracts and Purchasing Office
Kauikeaouli Hale (District Court Building)
1111 Alakea Street., 6th Floor
Honolulu, Hi 96813-2807

Proposals postmarked or hand delivered after the above date and times will not be considered and will be returned to the applicant.

Proposal application and contract award procedures shall be in accordance with Chapter 103F, Hawaii Revised Statutes, as amended. The actual funding of the contract will be based on the proposal applications submitted by the applicants and the services required by the Judiciary. The Administrative Director of the Courts reserves the right and power to award the contract in any manner which he deems to be in the best interest of the Judiciary.

The Judiciary will conduct an orientation meeting on the following date, at the location and times indicated:

March 29, 2005 Oahu

Administration Conference Room 10:00 a.m. - 11:00 a.m.
Ali`iolani Hale, 2nd Floor
417 So. King St., Honolulu, HI
Contact: Duane Ikeda Ph. 539-4408
Email: duane.f.ikeda@courts.state.hi.us

March 31, 2005	Kauai	Kauai Drug Court Office Lihue Courthouse, Room 204 3059 Umi Street, Lihue, Kauai, HI Contact: Alton Amimoto Ph. 246-3365 Email: alton.g.amimoto@courts.state.hi.us	9:00 a.m. - 10:00 a.m.
April 4, 2005	Big Island	Adult Probation Services 1045 Suite A, Kilauea Ave. Hilo, HI 96720 Contact: Zachary Higa Ph. 961-7611 Email: zachary.i.higa@courts.state.hi.us	9:00 a.m. - 10:00 a.m.

All prospective applicants are encouraged to attend the orientation and bring their RFP packets with them.

Program questions may be directed to the above contact person. Other questions regarding this Request for Proposals may be directed to Jonathan Wong in the Contracts & Purchasing Office at 808-538-5805, or Email: jonathan.h.wong@courts.state.hi.us.


for JANELLE KIM

Assistant Fiscal & Support Services Administrator

(Advertisement)
REQUEST FOR PROPOSALS NO. J05160
ADDITIONAL PURCHASE OF SERVICES FOR
FISCAL BIENNIUM 2005 - 2007

The Judiciary, State of Hawaii, is requesting competitive sealed proposals from qualified applicants to provide additional purchase of services for various juvenile and adult services for the fiscal biennium 2005 - 2007. The contract term will be for two (2) years from July 1, 2005 through June 30 2007. Proposal application and contract award procedures shall be in accordance with Chapter 103F, Hawaii Revised Statutes, as amended. Multiple contracts will be awarded under this request for proposals.

Persons or organizations must submit three (3) sets (Orig + 2 copies) of their completed proposals (in hard copy or in PDF format on CD) and they **must be postmarked (by US Postal Service) before midnight on April 27, 2005, or hand delivered by 4:00 p.m., Hawaii Standard Time, April 27, 2005**, to the following address:

The Judiciary, State of Hawaii
 Financial Services Division
 Contracts and Purchasing Office
 Kauikaeouli Hale (District Court Building)
 1111 Alakea Street., 6th Floor
 Honolulu, HI 96813-2807

Proposals postmarked or hand delivered after the above due date and times will not be considered and will be returned to the applicant.

The Request For Proposal (RFP) documents may be obtained from the above Contracts and Purchasing Office, or from our Judiciary web site at <http://www.courts.state.hi.us> under "General Information; Business with the Judiciary".

The Judiciary will conduct orientation meetings on the following dates, at locations and times indicated:

March 29, 2005	Oahu	Administration Conference Room Ali'iolani Hale, 2 nd Floor 417 So. King St., Honolulu, HI Contact: Duane Ikeda Ph. 539-4408 Email: duane.f.iked@courts.state.hi.us	10:00 a.m. - 11:00 a.m.
March 31, 2005	Kauai	Kauai Drug Court Office Lihue Courthouse, Room 204 3059 Umi Street, Lihue, Kauai, HI Contact: Alton Amimoto Ph. 246-3365 Email: alton.g.amimoto@courts.state.hi.us	9:00 a.m. - 10:00 a.m.
April 4, 2005	Big Island	Adult Probation Services 1045 Suite A, Kilauea Ave. Hilo, HI 96720 Contact: Zachary Higa Ph. 961-7611 Email: zachary.i.higa@courts.state.hi.us	9:00 a.m. - 10:00 a.m.

All prospective applicants are encouraged to attend the orientation and bring their RFP packets with them.

JANELL KIM
 Assistant Fiscal & Support Services Administrator
 The Judiciary, State of Hawaii

(Honolulu Star Bulletin, The Maui News, Hawaii Tribune-Herald, The Garden Isle): March 18, 2005.
 (West Hawaii Today): March 21, 2005

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SECTION ONE

ADMINISTRATIVE OVERVIEW

SECTION ONE - ADMINISTRATIVE OVERVIEW

Applicants are encouraged to read each section of this RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of this RFP.

1.1 Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of the prospective applicant.

1.2 RFP Organization

This RFP is organized into five sections:

SECTION ONE, *Administrative Overview*--Provides applicants with an overview of the procurement process.

SECTION TWO, *Service Specifications*--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

SECTION THREE, *Proposal Application*--Describes the required format and content for the proposal application.

SECTION FOUR, *Proposal Evaluation*--Describes how proposals will be evaluated by the Judiciary.

SECTION FIVE, *Attachments* --Provides applicants with information and forms necessary to complete the application.

1.3 Contracting Office

The Contracting Office is responsible for receiving and for the execution of the contract(s) resulting from this RFP. The Contracting Office is:

The Judiciary, State of Hawaii
Fiscal & Support Services
Contracts and Purchasing Office
1111 Alakea Street, 6th Floor
Honolulu, HI 96813-2807 Phone: (808)538-5805 Fax: (808) 538-5802

1.4 Procurement Timetable

Activity	Scheduled Date
A. Public Notice announcing RFP	March 18, 21, 2005
B. Distribution of RFP	March 18, 2005 - April 27, 2005
C. RFP orientation session	March 29, 2005 to April 4, 2005
D. Closing date for submission of written questions for written responses	4:00 p.m. April 15, 2005
E. Judiciary's response to applicants' written questions	April 22, 2005
F. Discussions with applicants prior to submittal deadline (optional).	March 15, 2005 - January 12, 2005
G. PROPOSAL SUBMITTAL DEADLINE	4:00 p.m. or Postmarked April 27, 2005
H. Discussions with applicants after to submittal deadline (optional).	May - June 2005
I. Final revised proposals (optional).	May - June 2005
G. Proposal evaluation period	May - June 2005
H. Provider selection	May - June 2005
J. Notice of statement of findings and decisions	May - June 2005
K. Contract start date (tentative)	July 1, 2005

1.5 Orientation

Orientations for applicants in reference to the request for proposals will be held on the following dates, at the locations and times indicated:

March 29, 2005	Oahu	Administration Conference Room Ali'iolani Hale, 2 nd Floor 417 So. King St., Honolulu, HI Contact: Duane Ikeda Ph. 539-4408 Email: duane.f.ikeda@courts.state.hi.us	10:00 a.m. - 11:00 a.m.
March 31, 2005	Kauai	Kauai Drug Court Office Lihue Courthouse, Room 204 3059 Umi Street, Lihue, Kauai, HI Contact: Alton Amimoto Ph. 246-3365 Email: alton.g.amimoto@courts.state.hi.us	9:00 a.m. - 10:00 a.m.
April 4, 2005	Big Island	Adult Probation Services 1045 Suite A, Kilauea Ave. Hilo, HI 96720 Contact: Zachary Higa Ph. 961-7611 Email: zachary.i.higa@courts.state.hi.us	9:00 a.m. - 10:00 a.m.

Applicants attending the orientation should bring their RFP packets with them. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the Judiciary's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the Judiciary's position. Formal official responses will be provided in writing. To ensure a written response from the Judiciary, any questions should be submitted in writing following the close of the orientation, but no later than the date indicated in Section 1.4, Procurement Timetable, in order to generate a written Judiciary response.

1.6 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in the Service Specifications in SECTION TWO of this RFP. The deadline for submission of written questions and to receive written responses from the Judiciary to those questions are indicated in Section 1.4, Procurement Timetable.

1.7 Submission of Proposals

1.7.1 Forms/Formats

Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Please refer to the Proposal Application Checklist (SECTION FIVE, ATTACHMENT A) for the location of program for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the Judiciary. Proposals must contain the following components:

- A. **Proposal Application Identification Form (Form SPO-H-200)** - Provides identification of the proposal. Although a hard copy Judiciary Proposal Application Identification Form is included in Attachment B of this RFP, applicants may use the form available (and writeable) on the SPO website.
- B. **Proposal Application Check List** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the Judiciary.
- C. **Table of Contents** - A sample table of contents for proposals is located in SECTION FIVE, ATTACHMENT B. This is sample and meant as a guide. The table of contents may vary depending on the RFP.
- D. **Proposal Application (Form SPO-H-200A)** - A sample application showing the format of the application headings is located in SECTION FIVE, ATTACHMENT B. Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP)
- E. **Registration Form (SPO-H-100A)** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If an applicant is unsure as to their pre-registration status, they may check the State Procurement website at: <http://www.spo.hawaii.gov>, click on *Procurement of Health and Human Services*, and *For Private Providers* and *Provider Lists...The list of Registered Private Providers for Use with the Competitive Method of Procurement* or call the State Procurement Office at (808) 587-4706.

- F. **Tax Clearance** - A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required prior to execution of any contract awarded in response to this RFP. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.
- G. **Certifications** - Federal and/or State certifications, as applicable.
- H. **Program Specific Requirements** - Additional program specific requirements are included in SECTION TWO, Service Specifications, and/or SECTION THREE, Proposal Application, as applicable.
- I. **Multiple or alternate proposals** - Multiple or alternate proposals shall **not** be accepted unless specifically provided for in SECTION TWO of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for an award as though it were the only proposal submitted by the applicant.
- J. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the designated date and time in Section 1.4, Procurement Timetable. Any proposal most-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late.

Proposals on CD - Proposals may be submitted on CD (3 copies of CD) in Adobe's pdf format along with hard copies of the Proposal Application Identification Form (See SECTION FIVE, ATTACHMENT B, Form SPO-H-200). Hard copies (Orig. + 2) of the entire proposal will also be accepted.
- K. **Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55 HRS may be obtained from the Hawaii State Legislature website at <http://capitol.hawaii.gov/>. Or go directly to: http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm.
- L. **Confidential Information** - If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing non-disclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

1.8 Discussions with Applicants

- 1.8.1 Prior to Submittal Deadline** - Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- 1.8.2 After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for an award, but proposals may be accepted without discussions, in accordance with the administrative rules (Section 3-143-403, HAR.).

1.9 Opening of Proposals

Upon receipt of proposal by The Judiciary at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time stamped. All documents so received shall be held in a secure place by the Judiciary and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

1.10 Additional Materials and Documentation

Upon request from the Judiciary, each applicant shall submit any additional materials and documentation reasonably required by the Judiciary in its evaluation of the proposals.

1.11 RFP Amendments

The Judiciary reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

1.12 Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the proposal submittal deadline indicated in Section 1.4 above. Any final revised proposal postmarked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

1.13 Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the Judiciary.

1.14 Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

1.15 Provider Participation in Planning

Provider participation in the Judiciary's efforts to plan for or to purchase health and human services prior to the Judiciary's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

1.16 Rejection of Proposals

The Judiciary reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized.)

- A. Rejection for failure to cooperate or deal in good faith. (Section 3-141-201)
- B. Rejection for inadequate accounting system. (Section 3-141-202)
- C. Late proposals. (Section 3-143-603)
- D. Inadequate response to request for proposals. (Section 3-143-609)
- E. Proposal not responsive. (Section 3-143-610 (1))
- F. Applicant not responsible. (Section 3-143-610 (2))

1.17 Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Judiciary's Staff Attorney as to form.

No work is to be undertaken by the awardee prior to the contract commencement date. The Judiciary is not liable for any costs incurred prior to the official starting date.

1.18 Protests

1.18.1 Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website indicated on the Proposal Application Checklist. Only the following matters may be protested:

- A. The purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- B. The purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- C. The purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the Judiciary.

1.18.2 The Notice of Protest shall be mailed by USPS or hand delivered to the head of the Judiciary purchasing agency conducting the protested procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery Services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Elizabeth Kent, Director
Center for Alternative Dispute Resolution
417 South King Street, Rm 207
Honolulu, HI 96813

Questions regarding protests may be directed to the applicable procurement officer, identified as the programmatic contact person for the service specifications described in SECTION TWO of this RFP.

1.19 Availability of Funds

The award of a contract and any allowed renewal or extension thereof, are subject to allotments to be made by the Administrative Director of the Courts and subject to the availability of State and/or Federal funds.

1.20 Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- A. Performance/Outcome Measures
- B. Output Measures
- C. Quality of Care/Quality of Services
- D. Financial Management
- E. Administrative Requirements

1.21 General and Special Conditions of Contract

The general conditions that will be imposed contractually are attached (See SECTION FIVE, ATTACHMENT C). Special conditions may also be imposed contractually by the Judiciary, as deemed necessary.

1.22 Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the State Procurement Office website. Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

END OF SECTION ONE

SECTION TWO

SERVICE
SPECIFICATIONS

SECTION TWO - SERVICE SPECIFICATIONS

2.0.1 Introduction

A. Background

The Judiciary, State of Hawaii, provides support, intervention and/or rehabilitative services to juveniles, adults and families through its Adult Client Services (fka Adult Probation Divisions), Juvenile Client and Family Services (fka Family Courts), Children's Justice Centers, and Drug Courts in each judicial circuit. It also provides mediation services through its Center for Alternative Dispute Resolution. In carrying out their goals for these areas, all circuits utilize community resources on a purchase of services basis.

The following provides the specifications for organizations wishing to provide services to the Judiciary for the State Fiscal Biennium 2005-2007. Upon evaluation and acceptance of proposals, when practicable and upon mutual agreement, contracts may be negotiated on a statewide basis, making services available to children, youth, adults and families in all circuits. The contract term will be for two (2) years, e.g., July 1, 2005 through June 30, 2007.

B. Purpose or Need

The Judiciary purchases services in compliance with statutory mandates and orders from the courts. The greater public purpose for obtaining the services is to: enhance public and victim safety; provide rehabilitative or intervention services to offenders; promote the welfare of families and children by protecting them from physical and psychological harm; and maintain a judicial process that helps to reduce the courts' workload while promoting fairness and prompt action.

Planning activities related to this RFP involved the issuance of requests for information (RFI). Tentative specifications and funding allocations were included with the RFIs, and comments and inputs on aspects of the specifications, such as objectives, target group(s), services and costs, were welcomed. Meetings and discussions were also offered. The views of service recipients and community advocacy organizations were also considered on conditions affecting the achievement of mandated goals. Input was also obtained from funders, including the Legislature and federal agencies.

Note: The following segment contains the program specifications for the requested services.

2.0.2 Description and Location of Services

Service Specification Number	Service Spec. Code	Description of Service	1st Circ. (Oahu)	2nd Circ. (Maui, Molokai, Lanai)	3rd Circ. (Hawaii)	5th Circ. (Kauai)
		Adult Client Services				
2.1	AC3SO	Assessment and Treatment of Adult Sex Offenders			X	
		Juvenile Client and Family Services				
2.2	JC1IC	In-Community Service	X			
		Drug Court Services				
2.3	A5DC	Adult Substance Abuse Treatment Services - Kauai Drug Court				X
2.4	J5DC	Juvenile Substance Abuse Treatment Services - Kauai Drug Court				X

2.1 Service Spec. Title: Adult Client Services
ACSO - Assessment and Treatment of Adult Sex Offenders

2.1.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

Sex offender specific treatment services are needed to provide the Judiciary and the community with a comprehensive approach in dealing with adults who are sentenced or directed by the court to obtain sex offender treatment services.

D. Description of the target population to be served

Adults (male/female) referred for pre-sentence assessment evaluations and convicted offenders who as a condition of court supervision require sex offender treatment.

E. Geographic coverage of service

Service areas include the following:

Third Circuit -- Island of Hawaii
(Hilo and Kona)

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

FY 2006 FY 2007

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State general funds.

Period of availability: The Judiciary intends to award a multi-term contract. The aggregate term of the contract shall not exceed two(2) years, e.g., July 1, 2005 to June 30, 2007, subject to the appropriation and availability of funds and satisfactory contract performance. Funds are available for only the initial term of the contract.

2.1.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.

2. The applicant must have demonstrated its competence or qualifications to perform the required services. The assessor and primary treatment therapist must hold a master's or doctoral degree in one of the disciplines related to human services, such as psychology, social work, nursing, counseling, and psychiatry and meet the academic training and work experience described in the SOMT qualification guidelines.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases are allowed.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

For Hawaii only: Preference for a single contract for treatment services for both sides of the island, and a separate but single contract for psychosexual assessment as part of a presentence investigation.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒ Single term (< 2 yrs) ☐ Multi-term (> 2 yrs.)

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Contracts & Purchasing Office
Jonathan Wong at (808) 538-5805 Fax: 538-5802
Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Hawaii: Adult Probation Services, Third Circuit
Zachary Higa at (808) 961-7611 Fax: 961-7676
Email: zachary.i.higa@courts.state.hi.us

2.1.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. To provide sex offender treatment that follow the guidelines set forth by the Sex Offender Management Team (SOMT). The treatment curriculum will combine Relapse Prevention, Behavior Modification, and Psychological components to sex offenders in groups consisting of no more than ten. The goal of treatment is to increase the sex offenders' coping skills to manage their impulses to sexually assault.
2. To provide assessment services that follow the guidelines set forth by the SOMT. The comprehensive evaluation reports will summarize the results of assessments conducted upon sex offenders. Components to be summarized include: a) a clinical interview; b) history; c) psychometric testing; d) penile plethysmograph testing; and e) polygraph examination.
3. Applicants shall demonstrate understanding and preliminary integration of "The Principles of Effective Intervention with Offenders" and the "Program Development and Implementation CPAI Checklist". (Both documents are available from the programmatic contact person for this service specification.)

The nature and scope of the services to be provided shall be performed in accordance with established clinical principles, clinical practices, and clinical ethics.

B. Management Requirements (Minimum and/or mandatory requirements)**1. Personnel**

- a. The applicant shall possess and document knowledge, capacity, skills and

experience in working with the targeted population.

- b. The applicant shall conduct, at a minimum, a criminal history record check for any person who is employed or seeks employment or volunteers in a position which necessitates close proximity to clients. This shall apply to all administrative and program staff. For administrative and program staff working in a position which necessitates close proximity to children or adolescents, the criminal history check shall include fingerprinting. A copy of the criminal history record check and fingerprinting check shall be placed in the employee's or volunteer's personnel file and shall be available for review.
- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Pricing methodology shall be negotiated unit of service.

7. Units of service and unit rate**Units of service (per year)**

	<u>Hawaii</u>
Sex offender treatment	20
Psychosexual evaluations	20

**2.2 Service Spec. Title: Juvenile Client and Family Services
JC1IC - In-Community Service**

2.2.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

The goal of the service is to help the family develop more effective ways of functioning. The applicant will provide a value-based model that focuses on the cultural values and beliefs of a family. The service incorporates a careful assessment of mental health and substance abuse concerns, and careful understanding of family beliefs and values, meanings attributed to behaviors, risk, and protective factors of this family and children in particular, and strengths of the family.

D. Description of the target population to be served

Juveniles between the ages of 12 to 17 years who are referred for law violations and status offenses.

E. Geographic coverage of service

Service areas include the following:

First Circuit -- Island of Oahu

F. Probable funding amounts, source, and period of availability

Probable funding amounts:

FY 2006

FY 2007

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding source: State General Funds.

Period of availability: The Judiciary intends to award a single-term contract, tentatively from July 1, 2005 through June 30, 2007. Contract term is subject to the appropriation and availability of funds and satisfactory contract performance.

2.2.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. The applicant shall have licenses and certificates, as applicable, in accordance with federal, state and county regulations, and comply with all applicable Hawaii Administrative Rules.
2. The applicant must have demonstrated competence or qualifications to perform the required services and shall have a minimum one year experience in the provision of services.

3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverages as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/01/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address).

B. Secondary purchaser participation
(Refer to §3-143-608, HAR)

After-the-fact secondary purchases will be allowed.

C. Multiple or alternate proposals
(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Multiple contracts may be awarded if such awards are deemed to be in the best interests of the Judiciary, and will be based on the highest ranked proposals.

E. Single or multi-term contracts to be awarded
(Refer to §3-149-302, HAR)

☒ Single term (< 2 yrs) ☐ Multi-term (> 2 yrs.)

F. RFP contact persons

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Contracts and Purchasing Office
Jonathan Wong at (808) 538-5805

Fax: 538-5802

Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Oahu: Family Court, First Circuit
Duane Ikeda at (808) 539-4408 Fax: 539-4402
Email: duane.f.ikeda@courts.state.hi.us

2.2.3 Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

Services are being requested for adjudicated juveniles for law violations and status offenses:

1. Provide family intervention therapy consisting of an average of ten sessions for youth and their families referred by the court. Family therapy will be conducted in the home, neighborhood, and other community locations depending on the family's needs.
2. Provide families with intervention services that average 4.5 hours per week over two or three months.
3. Participate with a team of care providers to ensure that comprehensive services are provided and interventions are coordinated. This includes ongoing communication with case managers and other care providers, participation in IEP and other school meetings or functions, and consulting with school personnel such as counselors and speech pathologist.
4. Work with managers to support the family by participating in court appearances, meetings with systems of care, and other services as needed. This includes working in close collaboration with the courts, probation officers, church communities, medical doctors, and health facilities, residential, mental health and/or substance abuse facilities, and other organizations.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.
- b. The applicant shall conduct, at a minimum, a criminal history record check for any person who is employed or seeks employment or volunteers in a position which necessitates close proximity to clients. This shall apply to all administrative and program staff. For administrative and program staff working in a position which necessitates close proximity to children or adolescents, the criminal history check shall include fingerprinting. A copy of the criminal history record check and fingerprinting check shall be placed in the employee's or volunteer's personnel file and shall be available for review.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training and staff development.

2. Administrative

The applicant shall establish and implement policies and procedures which clearly identify the target population for each type of service, the program content, and methods of service delivery.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services, and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter. Final reports are due 45 days after the end of each fiscal year and/or at the end of the contract period, as applicable.
- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of the work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting

period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work required.

- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Negotiated unit of service or fixed price

7. Units of service and unit rate

Oahu: 10 to 12 families (Estimated number of units of service for the year.)

2.3 Service Spec. Title: Kauai Drug Court Program
A5DC - Adult Substance Abuse Treatment Services

2.3.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

To provide a continuum of adult outpatient substance abuse treatment services, in the drug court treatment modality, to male and female felony offenders with alcohol and/or other drug related problems who are ordered or directed by the Kauai Drug Court Of the Fifth Judicial Circuit to obtain treatment. The goal of this treatment is to provide offenders with the skills and knowledge to effectively deal with their use of alcohol and drugs in order to eliminate their recidivism to criminal behavior. The comprehensive continuum of substance treatment services shall include Residential Program, Day Program, Intensive Outpatient Program, Outpatient Program, Aftercare Program and Therapeutic Living Program to clients of the Kauai Drug Court, which is a 12 months minimum program. Except for other Residential Program, which may be provided on or off-island, all of the other substance abuse treatment services shall be provided on the Island of Kauai.

To provide comprehensive substance abuse assessments, which include components that address bio-psych-social functioning and family functioning, these assessments will be used to determine clients' appropriateness for admission to the KDC and to determine the appropriate level of service.

The goal of this treatment and compliance monitoring is to assist clients to increase knowledge about the effects of substance use, decrease substance use, abstain from any use of illegal drugs or alcohol, increase pro-social activities, and improve adaptive functioning in school, work, peer, relationships, recreational activities, and other areas; identify, create and strengthen cohesive, developmentally appropriate relationships, decrease criminal or delinquent behavior, decrease related problems such as school failure, behavior problems and emotional distress, and increase non-violence. Services should also be reflective of the court's balanced and restorative justice philosophy, which includes the goals of accountability, competency development, and public safety.

D. Description of the target population to be served

Adult men and women (ages 18 and older) with alcohol and/or other drug related problems who are facing drug related charges, are charged with, or are on probation for felony offense(s), voluntarily participating in the court-supervised treatment of the Kauai Drug Court Program in the Fifth Judicial Circuit Court, State of Hawaii. The number of clients to be served by the State funding amounts (see section F., below) is a static 25-30 clients in each fiscal year of this RFP.

E. Geographic coverage of service

Fifth Circuit - Island of Kauai

F. Probable funding amounts, source, and period of availability

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services

described in these specifications.

Funding Source: State general funds

Period of availability: The Judiciary intends to award a single-term contract, tentatively from July 1, 2005 through June 30, 2007. Contract term is subject to the appropriation and availability of funds and satisfactory contract performance.

2.3.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. The applicant shall have licenses and certificates, as applicable, in accordance with Federal, State, and County regulations, and comply with all applicable Hawaii Administrative Rules.
 - a. Residential programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse programs.
 - b. Unless otherwise specified In this RFP, Therapeutic Living programs must meet the Department of Health, Alcohol and Drug Abuse Division's Therapeutic Living Program Requirements as specified in Section 5, Attachment E-5 of the Division's RFP Number HTH 440-1 for Contract Periods: FY2004-2009, until applicable administrative and licensing rules are implemented by the Department of Health. Upon implementation of duly authorized administrative and licensing rules, programs must comply accordingly.

A copy of the ADAD RFP 440-1 may be obtained from the Fiscal & Support Division Services Division, Kauikeaouli Hale, 1111 Alakea Street, 6th Floor, Honolulu, Hawaii 96813, or from the Fifth Judicial Circuit, Fiscal Section 3059 Umi Street, Lihue, Hawaii, 96766.

- c. All applicants shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.
2. The applicant must have demonstrated its competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage as applicable.
5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicant's proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases

of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address.)

B. Secondary purchaser participation
(Refer to Section 3-143-608, HAR)

C. Multiple or alternate proposals
(Refer to Section 3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to Section 3-143-605, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

E. Single or multi-term contracts to be awarded
(Refer to Section 3-143-605, HAR)

☒ Single Term (≤ 2 years) ☐ Multi-term (> 2 years)

F. RFP Contact person

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Budget Office
Jonathan Wong at (808) 538-5805 Fax: 538-5802
Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Kauai: Kauai Drug Court, Fifth Judicial Circuit
Alton Amimoto at (808) 246-3365 Fax: 246-3363
Email: alton.g.amimoto@courts.state.hi.us

2.3.3 Scope of work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

1. Experience working and providing substance abuse treatment for drug courts in the State of Hawaii or other jurisdictions, and/or experience providing treatment and/or appropriate services to criminal justice offenders with substance abuse related problems, is preferred.

Applicants will provide a comprehensive continuum of services to include Residential, Day, Intensive Outpatient, Outpatient, Pre-treatment Services, Aftercare, and Therapeutic Living modalities to clients of the Kauai Drug Court Program. Applicants may propose to provide all or any part of the comprehensive continuum of care.

2. Program structure shall include the capacity to conduct comprehensive and multidimensional assessment of the client's criminogenic needs, substance-related disorder and treatment needs and ancillary needs using the framework of the Level of Service Inventory-Revised (LSI-R), Addiction Severity Index (ASI) as well as other appropriate assessment instructions, and the ASAM PPC-2R dimensions are used to determine clinical severity and what type of programmatic intervention is appropriate. Through the assessment process, the client's needs will be identified and prioritized in the case plan for service delivery. Assessments also are used on a continuing basis to assess treatment progress and treatment outcomes to determine whether the offender is responding to treatment and to determine the extent of behavioral changes, success, and failure.
3. Individualized treatment/service plans should address the client's need for substance abuse treatment along with community-based resources. These plans may include provisions for linkage to substance abuse treatment; employment/vocational/educational resources; medical/mental health providers; safe, clean and sober housing; and other ancillary services. Programs shall also develop and implement appropriate transition, recovery issues and relapse prevention plans for each client in final phase of treatment, prior to discharge. The individualized treatment/service plans are developed collaboratively by the Kauai Drug Court Staff, the client and treatment/service providers.

Treatment shall consist of individual, group, family and employment/vocational/educational counseling coupled with psycho-educational training which addresses alcohol and drug education, understanding criminal behavior, anger and stress management, social and lifestyle skills development, cognitive behavior interventions, cognitive restructuring and relapse prevention. The program shall have the capability to provide alcohol and direct observation urinalysis drug testing.

B. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population. Applicants shall ensure that clinical supervision over program activities is provided by substance abuse counselors or program administrators certified pursuant to Section 321-193 (10), Hawaii Revised Statutes, or who hold an advance degree in a behavioral health science, with at least one (1) year experience working in the field of addiction.
- b. The applicant shall conduct, at a minimum, a criminal history record check for any person who is employed or seeks employment or volunteers in a position, which necessitates close proximity to clients. This shall apply to all administrative and program staff. For administrative and program staff working in a position, which necessitates close proximity to children or adolescents, the criminal history check shall include fingerprinting. A copy of the criminal history record check and

fingerprinting check shall be placed in the employee or volunteer's personnel file and shall be available for review.

- c. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- d. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall accordingly, be trained in client confidentiality issues and program quality assurance requirements.
- e. The applicant must have sufficient and relevant training staff development.

2. Administrative

- a. The applicant shall establish and implement policies and procedures, which clearly identify the target population for each type of service, the program content and methods of service delivery.
- b. The applicant shall have the capability to provide drug testing by urinalysis and will describe the application of such testing in treatment.
- c. Court testimony shall be provided as needed.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days after the end of the quarter, or as stipulated in the contract. Final reports are due 45 days after the end of the fiscal year or at the end of the contract period,

as applicable or as stipulated in the contract.

Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work performed.

- b. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include a documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Negotiated unit of service or fixed rate.

7. Units of service and unit rate

a. Residential Program/Bed Day

A Residential Program provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring, and treatment are available **twenty-four (24) hours a day, seven (7) days a week.**

A Residential Program shall provide a **minimum of twenty-five (25) hours per week** of face to face treatment, including a **minimum of one (1) hour per week of individual counseling.** The other twenty-four (24) hours shall include, but are not limited to, group counseling, education, skill building, recreational therapy and family services.

b. Day Treatment Program/Per Day - Island of Kauai

A Day Treatment Program provides a planned regimen of comprehensive outpatient treatment including professionally directed evaluation, treatment, case management, and other ancillary and special services. This level of care provides the client with the opportunity to participate in a structured therapeutic program while being able to remain in the community.

A Day Treatment Program shall provide a **minimum of twenty (20) hours per week** of face to face treatment with a **minimum of one (1) hour per week of individual counseling.** The other nineteen (19) hours shall include, but not limited to, group counseling, education, skill building, recreational therapy and family services.

c. **Intensive Outpatient Program/Per Day - Island of Kauai**

An Intensive Outpatient Program provides non-residential intensive specialized services on a scheduled basis for individuals with substance abuse problems. Professionally directed evaluation, treatment, case management and recovery services shall be provided.

An Intensive Outpatient Program shall provide a **minimum of nine (9) hours up to a maximum of nineteen (19) hours week** of face to face treatment. At least **one (1) hour per week must include individual counseling.**

d. **Outpatient Program/Per Hour/Session - Island of Kauai**

An Outpatient Program provides non-residential comprehensive specialized services on a scheduled basis for individuals with substance abuse problems. Professionally directed evaluation, treatment, case management and recovery services shall be provided to clients with less problematic substance abuse related behavior that would be found in a residential or day treatment program.

An Outpatient Program shall provide **between one (1) and eight (8) hours per client per week** of face to face treatment with a **minimum of one (1) hour individual counseling per client per month.**

e. **Aftercare Program/Per Hour/Session - Island of Kauai**

An Aftercare Program shall provide an organized service, which provides treatment reinforcement services to the client who has completed the core portion of the treatment program, focusing on relapse and recidivism prevention.

An Aftercare Program provides **between one (1) and three (3) hours per client per week of face to face treatment**, generally in a group setting, prior to clinical discharge.

f. **Therapeutic Living/Per Bed Day - Island of Kauai**

A Therapeutic Living Program provides structured residential living to individuals who are without appropriate living alternatives and who are concurrently receiving substance abuse treatment in a Day, Intensive Outpatient, Outpatient program, or who have been clinically discharged within six (6) months from a substance abuse treatment program. The focus of this program is to provide the necessary support and encouragement so that the client can complete treatment outside the program, adjust to a chemically abstinent lifestyle and manage activities of daily living so that they can move toward independent housing and life management.

A Therapeutic Living Program shall provide a **minimum of fifteen (15) hours per week** of face to face therapeutic activities to clients who are currently receiving Intensive Outpatient or Outpatient Treatment services, or who have been clinically discharged within six (6) months from a substance abuse treatment program. Therapeutic Living activities can include, but are not limited to, needs assessment, service planning,

individual and group skill building, referral and linkage, case-management, client support and advocacy, monitoring and follow-up.

The applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client's private insurance or any other sources of payment made known to the applicant by the client.

2.4 Service Spec. Title: Kauai Drug Court Program
J5DC - Juvenile Substance Abuse Treatment Services

2.4.1 Introduction

A. & B. - (SEE SECTION 2.0.1)

C. Description of the goals of the service

To provide entry level multi-tier services for juveniles who may or may not be under court jurisdiction to include: drug testing, educational counseling, referral services, formal substance abuse assessments and community based substance abuse treatment services if indicated. Drug testing will be provided to clients participating in the entry-level youth services or as administered through the Drug Court for moderate and intensive level service recipients.

To provide comprehensive substance abuse assessments, which include components that address bio-psych-social functioning and family functioning; these assessments will be used to determine clients appropriateness for admission to the Kaua'i Juvenile Drug Court to determine the appropriate level of service.

The goal of this treatment and compliance monitoring is to assist clients to increase knowledge about the effects of substance use, decrease substance use, abstain from any use of illegal drugs or alcohol, increase pro-social activities, and improve adaptive functioning in school, work, peer, relationships, recreational activities, and other areas; identify, create and strengthen cohesive, developmentally appropriate relationships, decrease criminal or delinquent behavior, decrease related problems such as school failure, behavior problems and emotional distress, and increase non-violence. Services should also be reflective of the courts balanced and restorative justice philosophy, which includes the goals of accountability, competency development, and public safety.

D. Description of the target population to be served

Entry level youth services may be voluntarily accessed by juveniles and their parents/custodians concerned about substance abuse in their lives. Juveniles may or may not be under court jurisdiction.

Moderate and intensive services are intended for juveniles, parents/custodians, individuals and families involved in Juvenile Court proceedings for which substance abuse is the primary issue and who consent to participate in the KJDC. Specifically, the target population is as follows: Youths up to the age of nineteen (19) under the jurisdiction of the Juvenile Drug Court who have not been charged with assaultive offensive or caused bodily injury or used a weapon in the commission of any offense. Highest priority shall be to youth charged with Dangerous Drug offenses. Comprehensive substance abuse assessments will be provided to juvenile and adult clients through the KJDC.

E. Geographic coverage of service

Fifth Judicial Circuit - Island of Kauai

F. Probable funding amounts, source, and period of availability

Funding amounts are not being stated at this time. Applicants should propose funding amounts in their proposals based on their best estimate of the cost of providing the services described in these specifications.

Funding Source: State general funds

Period of availability: The Judiciary intends to award a single-term contract, tentatively from July 1, 2005 through June 30, 2007. Contract term is subject to the appropriation and availability of funds and satisfactory contract performance.

2.4.2 General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation.

1. The applicant shall have licenses and certificates, as applicable, in accordance with Federal, State, and County regulations, and comply with all applicable Hawaii Administrative Rules.
 - a. Residential programs, in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application and abide by applicable administrative rules governing accreditation of substance abuse programs.
 - b. Unless otherwise specified, Therapeutic Living programs must meet the Department of Health, Alcohol and Drug Abuse Division's Therapeutic Living Program Requirements as specified in Section 5, Attachment E-5 of the Division's RFP Number HTH 440-1 for Contract Periods: FY2004-2009, until applicable administrative and licensing rules are implemented by the Department of Health. Upon implementation of duly authorized administrative and licensing rules, programs must comply accordingly.

A copy of the ADAD RFP 440-1 may be obtained from the Fiscal & Support Division Services Division, Kauikeaouli Hale, 1111 Alakea Street, 6th Floor, Honolulu, Hawaii 96813, or from the Fifth Judicial Circuit, Fiscal Section 3059 Umi Street, Lihue, Hawaii, 96766.
 - c. All applicants shall comply with Title 11, Chapter 175, Mental Health and Substance Abuse System.
2. The applicant must have demonstrated its competence or qualifications to perform the required services.
3. The applicant must have an accounting system, with acceptable accounting practices and standards.
4. The proposed service must meet all required state licensing or certification standards, provide assurances of fair hearing and grievance procedures for clientele, civil rights compliance, information safeguarding practices, and provide proof of insurance coverage as applicable.

5. The applicant shall submit in a timely manner upon request by the Judiciary, any additional information needed by the Judiciary to make a decision on the applicants proposal. The Judiciary may request an oral discussion or presentation in support of the proposal. On-site visits may be made.
6. The applicant shall comply with Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, Proposal Application Checklist, for the website address.)

B. Secondary purchaser participation
(Refer to Section 3-143-608, HAR)

C. Multiple or alternate proposals
(Refer to Section 3-143-605, HAR)

☐ Allowed ☒ Unallowed

D. Single or multiple contracts to be awarded
(Refer to Section 3-143-605, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

E. Single or multi-term contracts to be awarded
(Refer to Section 3-143-605, HAR)

☒ Single Term (< 2 years) ☐ Multi-term (> 2 years)

F. RFP Contact person

The individuals listed below are the points of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person(s) and received on or before the day and time specified in Section 1.4 (Procurement Timetable) of this RFP.

If you have any technical questions regarding the requested services, please call the following individual:

Judiciary Budget Office
Jonathan Wong at (808) 538-5805 Fax: 538-5802
Email: jonathan.h.wong@courts.state.hi.us

If you have any programmatic questions regarding the requested services, please call the following individual:

Kauai: Kauai Drug Court - Fifth Judicial Circuit
Alton Amimoto at (808) 246-3365 Fax: 246-3363
Email: alton.g.amimoto@courts.state.hi.us

2.4.3 Scope of Work

Applicants may propose services for any or all service activities; any or all intervention levels; all tracks or specified track(s) except that the assessment service provider is not eligible to provide treatment services on the same island for which it provides assessment services.

Collaborative proposals may be submitted jointly by applicants unable to provide integrated services within the track(s), e.g. substance abuse and batterer intervention services; substance abuse and parenting improvement services.

NOTE: Proposals will be evaluated by service activity according to Section Four of this RFP and will be scored and ranked separately within the following categories: Drug Testing Services, Assessment Services, In-Community Substance Abuse Services, and Residential Substance Abuse Services.

A. Drug Testing - Minimum services shall include the following activities

- 1. Entry Level Youth Services:** Providers must obtain signatures of parent and child on waiver forms; observe client providing urine specimen; conduct drug test; and provide results to parent, child and service provider. The provider may limit provision of service by gender, days of the week, or to specific times of the day.
- 2. Moderate and Intensive Level Drug Court Services:** Providers must observe client providing urine specimen; conduct test; and provide results to the KJDC or as directed by the KJDC. Providers may limit provision of service by gender, youth/adult, days of the week, or to specific times of the day.

B. Assessment - Minimum Services shall include the following activities

Comprehensive substance abuse assessments for youth and adults who are prospective KJDC clients. Provider must use test instruments that are generally recognized as highly valid for the particular client, considering his or her characteristics. Assessments shall include a component that thoroughly assesses bio-psych-social and family functioning. The assessment must be useful to assist the KJDC to determine clients appropriateness for participation in the KJDC and appropriate type and level of services necessary for the client and his/her family. Assessments must be completed within fourteen (14) days of referral.

C. Minimum services shall include the following activities:

- 1. Level 1:** Is the least intensive and is designed to detect drug use and to divert occasional and experimental users from continued and escalating drug use through education. For those with positive drug tests, the juveniles and their parents/custodians will be given the schedules for drug education programs for both juveniles and parents/custodians. For those with negative drug tests, the parent/custodian will be provided with information on available social services and encouraged to return if behavior indicative of drug use surfaces.
- 2. Level 2:** Will offer a more intensive educational drug program and therapeutic services designed for youth who test positive after participation in Level 1 services and for those who have been referred for this level of service by one of the non-parent/custodian (school, police, mental health practitioners,

probation officers, child welfare workers, etc.) referral sources. Drug testing will be administered at frequent random intervals as directed by the service provider during their participation. Parents/custodians will be given information on how to continue with drug testing for approximately thirty (30) to sixty (60) days after program completion. If the juvenile tests negative during the program or for sixty (60) days after completion the parent/custodian will be provided referrals to other social services in the community and encouraged to return if behavior indicative of drug use surfaces. If the juvenile consistently tests positive during the program for sixty (60) days after completion, parents should contact a JKDC partner for potential juvenile justice system intervention. Drug test results that participants have voluntarily submitted to will not be available as evidence in a proceeding to adjudicate whether the juvenile is subject to the Court's jurisdiction.

For the following levels of service no client shall be required to wait more than seven (7) days to commence the treatment services determined appropriate by the KJDC. Treatment services in most cases will range from a minimum of nine (9) months to a maximum of fifteen (15) months, including aftercare. The focus of the substance abuse treatment shall be the family/system which is comprised by definition, of those around the substance abusing client who care for or are important to the client in resolving the problem. Although individual and group modalities may be utilized for education, engagement, peer support, and cognitive restructuring, family/system based interventions are to be considered primary. Tasks that need to be accomplished include developing an alliance with the family, identifying supports to promote and assist family involvement, reducing negativity and resistance to therapeutic intervention, developing a youth-significant adult connection focus and increasing motivation for change. Additionally, applicants are expected to develop and implement individualized (family) change plans, target and resolve specific problem behaviors and increase the effectiveness of relational and communication skills within the key relational system. Applicants are referred to the following treatment programs that incorporate some of the treatment characteristics and goals to be determined to be best practices: Functional Family Therapy, Multi-Systemic Therapy, Multi-Dimensional Family Therapy, Brief Strategic Family Therapy.

3. **Level 3:** Provides between one (1) and eight (8) hours per family/system per week of face-to-face treatment in non-residential services to youths and to the greatest extent possible, to all persons residing in their home. Substance abuse treatment services may include individual, group, and family counseling with other support services provided they are integrated and consistent with the primary family/system based intervention. Clients will appear bi-weekly for court hearings for the first sixty (60) days of their participation in the KJDC. The KJDC team will set the frequency of hearings after the first sixty (60) days and may increase or decrease the frequency, as it considers appropriate.
4. **Level 4:** Provides between nine (9) and nineteen (19) hours per family/system per week of face-to-face treatment in non-residential services to youths and to the greatest extent possible, to all persons residing in their home. Substance abuse treatment services may include individual, group, and family counseling and other support services provided they are integrated and consistent with the primary family/system based on intervention. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the KJDC.

The KJDC Team will set the frequency of court hearings after the first thirty (30) days and may increase or decrease the frequency, as it considers appropriate.

5. **Level 5:** Provides a residential substance program with a planned regimen of professionally directed evaluation, treatment, individual and group counseling, skill building, recreational activities, family services, case management, and other ancillary and special services provided they are integrated and consistent with the primary family/system based intervention. Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven (7) days a week. Clients shall have access to a Department of Education approved appropriate grade-level academic program while in treatment. Programs are to have access, either as paid staff or on a consultative basis, to a licensed psychiatrist or psychologist who is trained in child development, family systems, and substance abuse treatment. The treatment services and living quarters must be separate and specific for adolescents only, with no intermingling of adults and juveniles. Clients will appear weekly for court hearings for the first thirty (30) days of their participation in the KJDC unless it would be more beneficial for the client to not appear for weekly hearings. Weekly hearings would then commence at the conclusion of the residential treatment. The KJDC Team will set the frequency of court hearings after the first Thirty (30) days and may increase or decrease the frequency, as it considers appropriate.

D. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a. The applicant shall possess and document knowledge, capacity, skills and experience in working with the targeted population.

- (1) The applicant shall ensure that clinical supervision over substance abuse treatment activities is provided by Hawaii State certified substance abuse counselors (CSAC) pursuant to Section 321-193 (10), Hawaii Revised Statutes; or who hold an advanced degree in behavioral health science, with at least one year experience working in the field of substance abuse/addiction.

- (2) CSAC's and individuals who hold an advance degree in behavioral health sciences shall perform the following functions: however, non-CSAC's or non-Masters level providers may be utilized aslong as they are directly supervised* by a CSAC or Master level counselor and are working toward certification:

- Clinical evaluation
- Treatment planning
- Individual, group, and family counseling

* Direct supervision means a minimum of one (1) hour supervision for every seven (7) hours of performance. This involves teaching the supervisee about each core function of a substance abuse counselor, demonstrating

how each core function is accomplished, the supervisee sitting in while the supervisor performs the function, the supervisee performing the function with the supervisor present, and finally, the supervisee performing the function independently, but with review and feedback from the supervisor. In addition, supervisees shall be required to attend ADAD-approved CSAC preparatory training when available.

NOTE: Preference will be given to applicants that propose to utilize direct services program staff who are CSACs with bachelors and/or advanced degrees in behavioral health sciences.

- (3) Applicants utilizing family based interventions such as Functional Family Therapy, Multi-Systemic Therapy, Multi-Dimensional Family Therapy; Brief Strategic Family Therapy shall demonstrate the knowledge, skills, attitudes, and education necessary to deliver such therapy. Staff development in these modalities will also be required.
 - (4) The applicant shall demonstrate that its staff has been appropriately assessed to have the knowledge, skills, attitudes and education necessary to provide services for the specific target populations it is proposing to service.
 - (5) The staff administering drug testing shall be required to attend training as arranged by the Judiciary and undergo regular monitoring by the Judiciary.
 - (6) The applicant's program staff may be required to attend training as arranged by the Judiciary on skill-building, specific therapeutic interventions, and other areas related to target populations.
- b. Therapeutic Living Programs shall be provided by staff knowledgeable in substance abuse problems and with experience in case management. All direct service staff shall be familiar with substance abuse and recovery issues. The staff shall also be familiar with practices including knowledge of relapse prevention, vocational rehabilitation, case management, life skills, and community resources.
 - c. The applicant shall conduct, at a minimum, a criminal history record check for any person who is employed or seeks employment or volunteers in a position, which necessitates close proximity to clients. This shall apply to all administrative and program staff. For administrative and program staff working in a position which necessitates close proximity to children or adolescents, the criminal history check shall include fingerprinting. A copy of the criminal history record check and fingerprinting check shall be placed in the employee's or volunteer's personnel file and shall be available for review.

- d. The applicant shall conduct Child Protective Services central registry checks on any administrative and program staff and volunteers working in positions which necessitate close proximity to children or adolescents.
- e. The applicant shall have on the premises at least one person currently certified in First Aid and CPR.
- f. The staff and volunteers, if used by the applicant, shall be under the supervision of the program director or his or her designee and shall, accordingly, be trained in client confidentiality issues and program quality assurance requirements.

2. Administrative

- a. The applicant shall establish and implement policies and procedures, which clearly identify the target population for each type of service, the program content and methods of service delivery.
- b. The applicant shall have the capability to provide drug testing by urinalysis and will describe the application of such testing in treatment.
- c. Court testimony shall be provided as needed.

3. Quality assurance and evaluation specifications

- a. The applicant shall have a quality assurance plan which identifies the mission of the organization, what services will be provided, how they are delivered, who is qualified to deliver the services, who is eligible to receive the services and what standards are used to assess or evaluate the quality and utilization of services.
- b. Program evaluation should reflect the documentation of the achievement of the stated goals, using tools and measures consistent with the professional standards of the disciplines involved in the delivery of services.

4. Output and performance/outcome measurements

- a. Output: The applicant shall record unduplicated clients served. The unduplicated client count shall be recorded in the applicant's quarterly reports, culminating in a final unduplicated client count on the applicant's final report.
- b. Outcome: The applicant shall propose measurement tools by which effectiveness of the services may be determined, as well as utilize any provided by the Judiciary.

5. Reporting requirements for program and fiscal data

- a. The provider shall submit written quarterly and year-end reports summarizing output and outcome data, performance accomplishments, challenges, and actual expenditures. Quarterly reports are due 30 days

after the end of the quarter, or as stipulated in the contract. Final reports are due 45 days after the end of the fiscal year or at the end of the contract period, as applicable or as stipulated in the contract.

- b. Reports shall consist of a statement by the provider relating to the work accomplished during the reporting period and shall include statements of the nature of work performed, identification of persons served by the provider during the reporting period, identification of any immediate problems encountered during the reporting period, and any recommendations deemed pertinent by the provider, as well as a statement of what activities are proposed to be accomplished during the next reporting period. In addition to the written progress reports, the provider, upon request, shall be required to meet with representatives of the Judiciary to discuss the progress of the work performed.
- c. The provider shall, at the completion of the contract period, submit a final written report to the Judiciary. The report shall include a documentation of the provider's overall effort towards meeting the program goals and objectives. Furthermore, the provider shall furnish any additional reports or information that the Judiciary may from time to time require or request.

6. Pricing or pricing methodology to be used

Negotiated unit of service or fixed rate.

7. Units of service and unit rate

a. Residential Program/Bed Day

A Residential Program provides a planned regimen of professionally directed evaluation, treatment, case management, and other ancillary and special services. Observation, monitoring, and treatment are available twenty-four (24) hours a day, seven (7) days a week.

A Residential Program shall provide a minimum of twenty-five (25) hours per week of face to face treatment, including a minimum of one (1) hour per week of individual counseling. The other twenty-four (24) hours shall include, but are not limited to, group counseling, education, skill building, recreational therapy and family services.

Residential clients shall have access to a Department of Education (DOE) approved appropriate grade-level academic program while in treatment. Academic programming shall be an integral part of the client's treatment plan.

Residential programs are to have access either as paid staff or in a consultative basis, to a licensed psychiatrist or psychologist who is trained in child development, family systems, and substance abuse treatment.

Pregnant adolescents shall receive preference for treatment.

Clients in any level of treatment shall meet the most current version of the American Society for Addictive Medicine Patient Plan Criteria (ASAM PPC) for admission, continuance, and discharge.

The unit of performance shall be a bed day. The rate per bed shall be a maximum of TWO HUNDRED FIFTY DOLLARS (\$250.00) per client per day bed. The rate shall be considered one hundred percent (100%) of the treatment cost to the client. Residential programs can bill for the date of admission but not for the day of discharge.

b. Day Treatment Program/Per Day - Island of Kauai

A Day Treatment Program provides a planned regimen of comprehensive outpatient treatment including professionally directed evaluation, treatment, case management, and other ancillary and special services. This level of care provides the client with the opportunity to participate in a structured therapeutic program while being able to remain in the community.

A Day Treatment Program shall provide a minimum of twenty (20) hours per week of face to face treatment with a minimum of one (1) hour per week of individual counseling. The other nineteen (19) hours shall include, but are not limited to, group counseling, education, skill building, recreational therapy and family services.

c. Intensive Outpatient Program/Per Day - Island of Kauai

An Intensive Outpatient Program provides non-residential intensive specialized services on a scheduled basis for individuals with substance abuse problems. Professionally directed evaluation, treatment, case management and recovery services shall be provided.

An Intensive Outpatient Program shall provide a minimum of nine (9) hours up to a maximum of nineteen (19) hours week of face to face treatment. At least one (1) hour per week must include individual counseling.

d. Outpatient Program/Per Hour/Session - Island of Kauai

An Outpatient Program provides non-residential comprehensive specialized services on a scheduled basis for individuals with substance abuse problems. Professionally directed evaluation, treatment, case management and recovery services shall be provided to clients with less problematic substance abuse related behavior that would be found in a residential or day treatment program.

An Outpatient Program shall provide between one (1) and eight (8) hours per client per week of face to face treatment with a minimum of one (1) hour individual counseling per client per month.

e. Aftercare Program/Per Hour/Session - Island of Kauai

An Aftercare Program shall provide an organized service, which provides treatment reinforcement services to the client who has completed the core portion of the treatment program, focusing on relapse and recidivism prevention.

An Aftercare Program provides between one (1) and three (3) hours per client per week of face to face treatment, generally in a group setting, prior to clinical discharge.

f. Therapeutic Living/Per Bed Day - Island of Kauai

A Therapeutic Living Program provides structured residential living to individuals who are without appropriate living alternatives and who are concurrently receiving substance abuse treatment in a Day, Intensive Outpatient, Outpatient program, or who have been clinically discharged within six (6) months from a substance abuse treatment program. The focus of this program is to provide the necessary support and encouragement so that the client can complete treatment outside the program, adjust to a chemically abstinent lifestyle and manage activities of daily living so that they can move toward independent housing and life management.

A Therapeutic Living Program shall provide a minimum of fifteen (15) hours per week of face to face therapeutic activities to clients who are currently receiving Intensive Outpatient or Outpatient Treatment services, or who have been clinically discharged within six (6) months from a substance abuse treatment program. Therapeutic Living activities can include, but are not limited to, needs assessment, service planning, individual and group skill building, referral and linkage, case-management, client support and advocacy, monitoring and follow-up.

The applicant shall maximize reimbursements of benefits for all levels of care through Hawaii Quest and Quest Net, the client's private insurance or any other sources of payment made known to the applicant by the client.

END OF SECTION TWO

SECTION THREE

PROPOSAL APPLICATION INSTRUCTIONS

SECTION THREE - PROPOSAL APPLICATION INSTRUCTIONS

General instructions for completing applications:

- *Proposal Applications shall be submitted to the Judiciary using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section, however, may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in SECTION FIVE, **Attachment B** of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take SECTION FOUR, Proposal Evaluation, into consideration when completing the proposal.*

The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

3.1 Program Overview

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the Judiciary with a broad understanding of the entire proposal. Include a brief description of the applicant's organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

3.2. Experience and Capability

3.2.1 Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.

3.2.2 Experience

The applicant shall provide a listing of verifiable experience with projects or contracts for the

most recent five years that are pertinent to the proposed services. Applicant shall include points of contact, addresses, email/phone numbers. The State reserves the right to contact references to verify experience.

3.2.2 Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology.

3.2.3 Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

3.2.4 Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

3.3 Project Organization and Staffing

3.3.1 Proposed Staffing

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

3.3.2 Staff Qualifications

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

3.3.3 Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

3.3.4 Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the "Organization-wide" and "Program" organization charts shall be attached to the Proposal Application.

3.4 Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from the Scope of Work section within each service specification, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

3.5 Financial

3.5.1 Pricing Structure

The applicant shall submit a cost proposal utilizing the pricing structure in SECTION TWO designated by the Judiciary purchasing agency. The cost proposal shall be attached to the Proposal Application.

3.5.1.1 Pricing Structure Based on Negotiated Unit of Service Rate

In order to determine a price (unit rate) for a unit of service, the applicant and state purchasing agency must negotiate the total costs (including agency administration) for operating a program at a specific capacity and divide by the total number of units of service that the program can produce at that capacity. The following forms, which are available on the State Procurement Office website on the "Procurement Forms and Instructions for State Agencies" page, shall be submitted with the Proposal Application:

Budget - SPO-H-205

Personnel - Salaries and Wages - SPO-H-206A

Personnel: Payroll Taxes, Assessments, and Fringe Benefits - SPO-H-206B

Budget Justification, Travel - Inter-Island - SPO-H-206C (If applicable)

Budget Justification, Travel - Out of State - SPO-H-206D (If applicable)

Budget Justification, Contractual Services - Administrative - SPO-H-206E (If applicable)

Budget Justification, Contractual Services - Subcontracts - SPO-H-206F (If applicable)

Budget Justification, Program Activities - SPO-H-206H (If applicable)

Budget Justification, Equipment Purchases - SPO-H-206I (If applicable)

Budget Justification, Motor Vehicle - SPO-H-206J (If applicable)

3.5.2 Other Financial Related Materials

3.5.2.1 Accounting System

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

The most recent financial audit.

3.6 Other

3.6.1 Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

END OF SECTION THREE

SECTION FOUR

PROPOSAL EVALUATION

SECTION FOUR - PROPOSAL EVALUATION

4.1 Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

4.2 Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the applicable Judiciary purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

4.2.1 Evaluation Categories and Threshold

Evaluation Categories

Possible Points

Requirements

Pass or Rejected

Proposal Application

100 Points

Program Overview

0 points

Experience and Capability

20 points

Project Organization and Staffing

15 points

Service Delivery

55 points

Financial

10 points

TOTAL POSSIBLE POINTS

100 Points

4.3 Evaluation Criteria

4.3.1 Phase 1 - Evaluation of Proposal Requirements

4.3.1.1 Administrative Requirements

- Proposal Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certifications (as applicable)

4.3.1.2 Proposal Application Requirements

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing

- Service Delivery
- Financial (all required forms and documents)
- Program Specific Requirements (as applicable)

4.3.2 Phase 2 - Evaluation of Proposal Application (100 Points)

4.3.2.1 Program Overview (0 Points)

- The applicant has demonstrated a thorough understanding of the purpose and scope of the service activity.
- The goals and objectives are in alignment with the proposed service activity.
- The applicant has described how the proposed service is designed to meet the pertinent issues and problems related to the service activity.

4.3.2.2 Experience and Capability (20 Points)

The Judiciary will evaluate the applicant's experience and capability relevant to the proposal contract which shall include:

- Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services.
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology.
- Demonstrated capability to coordinate services with other agencies and resources in the community.
- Adequacy of facilities relative to the proposed services.

4.3.2.3 Project Organization and Staffing (15 Points)

The Judiciary will evaluate the applicant's overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Minimum qualifications (including experience) for staff assigned to the program.
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

4.3.2.4 Service Delivery (55 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

4.3.2.5 Financial (10 Points)

A. Pricing structure based on negotiated unit of service:

- Competitiveness and reasonableness of unit of service, as applicable.

OR

B. Pricing structure based on fixed price:

- Applicant's proposal budget is reasonable, given program resources and operational capacity.

AND

C. Adequacy of accounting system.

4.3.3 Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

END OF SECTION FOUR

SECTION FIVE

ATTACHMENTS

ATTACHMENT A - Proposal Application Checklist

**ATTACHMENT B - Proposal Application Identification Form, Application,
and Sample Table of Contents**

ATTACHMENT C - Contract General Conditions (Pursuant to 103F, HRS)